

Team Leader – Grade 12

Job purpose

As a Team Leader you will support the Service Manager with the operational and financial management of their Service/business area. You will work with colleagues across the organisation, supporting the Service Manager to deliver the organisation's purpose, vision, and objectives.

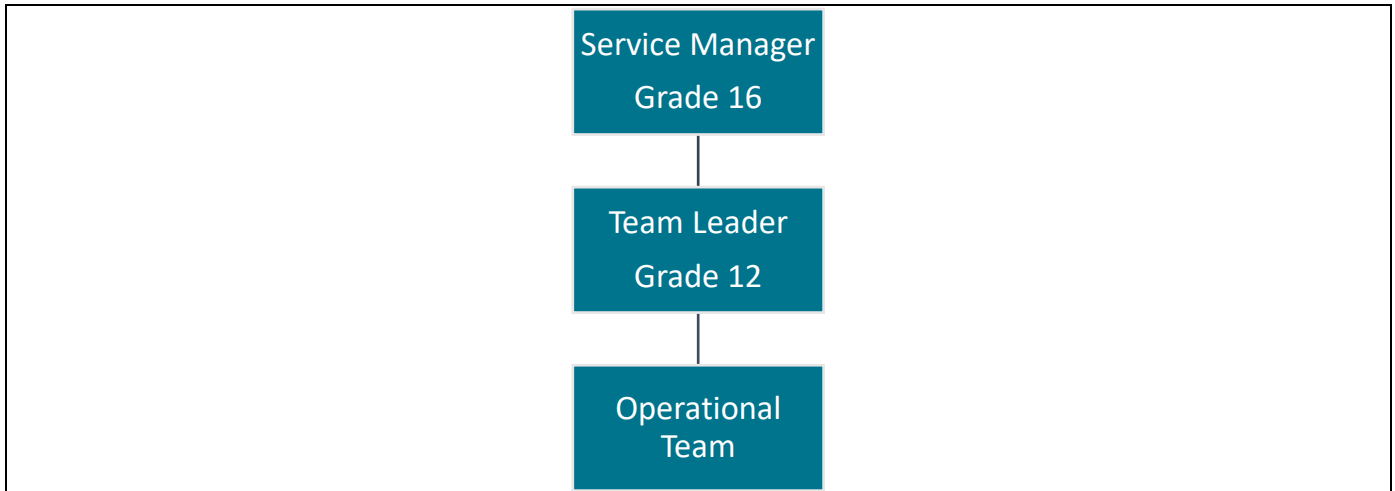
You will be responsible for managing a team within Asset Management to deliver a first class service to meet customer needs and deadlines for compliance with contract specifications and legislation. There are a number of specialist and technical functions within the Asset Management section, and the different roles will include Business Development, Procurement, Projects, Facilities, and Surveying. All Team Leaders will be required to deputise for the Service Manager and other Team Leaders as and when required.

This role is based within [Growth and Regeneration](#). Find out more about working for Kirklees.

Key areas of responsibility

- Ensure compliance against legislative and contract specifications and obligations are met.
- Plan and prioritise workload to ensure the department meets targets and maximises productivity, while ensuring resources are utilised efficiently and cost effectively.
- Provide professional and technical advice where needed, to deliver effective business solutions.
- Direct all operational aspects of relevant business/service area.
- Plan, co-ordinate and deploy resources and workload appropriately to meet service and business demands.
- Work collaboratively with Service Managers and other Team Leaders to monitor, analyse, and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
- Prepare professional and clearly written papers and communications on key issues. When required present verbal or written reports to the service area Management Team, Senior Leadership Team.
- Participate in organisation wide service reviews and service planning as required and ensure any arising actions are implemented.
- Provide vision and leadership to the team by managing people, performance, development, health and wellbeing issues and resources effectively and in line with relevant policies and procedures.
- Build a culture to expect change as a part of doing business successfully and actively assists others to adapt and cope.
- Contribute to the development of policies and processes across the organisation to ensure that high quality consistent services are delivered.
- Provide leadership by acting as an ambassador and a positive role model through the promotion of the Council's purpose, vision, behaviours, achievements, and successes.
- Deputise for the Service Manager as required.

Position of job in organisational structure



Employee Specification

See Job Focus sheet.

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Building Services	Grading ID	TBC
Job ID	TBC	Last Updated	February 2023
Job Focus	Yes	Career Progression	No

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		